

Minutes of the IT Investment Board Finance Sub-Committee
July 7, 2004
Virginia Information Technologies Agency
Executive Conference Room
110 South Seventh Street
Richmond, Virginia

Members Present

Scott Pattison (Chairman)
Dr. Mary Guy Miller
Walter Kucharski (ex-officio)

VITA Staff

Mr. Lem Stewart, CIO of the Commonwealth
Cheryl Clark, Deputy CIO
Austin Matthews, CFO

Call to Order

The Chairman called the meeting of the Virginia Information Technology Investment Board Finance Sub-Committee to order at 10:37 AM. All members were recorded as present.

Approval of Minutes

Chairman Pattison made a motion that the Minutes of the May 19, 2004, meeting be approved. The motion was seconded; and there being no discussion, the Minutes were approved as submitted.

Finance Report

Austin Matthews, Chief Financial Officer, presented the VITA July 2004 Finance Report to the Committee. The Report provided information on the following topics: JLARC submission update; savings methodology; savings update; Federal transition issues; summary of the FY05 operating budget; APA report update and Board member expense reimbursements.

Lem Stewart, CIO of the Commonwealth, presented to the Committee updates on the JLARC submission and the savings methodology. Austin Matthews presented an update on savings and Federal transition issues. The Committee discussed these areas. After a review of the summary of the FY05 Operating Budget, Austin Matthews presented two motions for the Committee's consideration.

Motion: The Information Technology Investment Board Finance Sub-Committee approve the VITA fiscal year 2005 operating budget and authorize the Chief Information Officer to make expenditures therein.

Motion: The Chief Information Officer work with the Secretary of Finance to secure start up funds, not to exceed \$7.3 million, in order to proceed with the implementation of start up projects.

Committee members discussed the FY05 operating budget and provided feedback in selected areas. VITA staff will develop a rate and budget schedule for Committee members and propose an alternative display of the agency's enterprise funds. Both proposed Motions were approved by the ITIB Finance Sub-Committee and will be presented to the ITIB for vote in its meeting this afternoon.

Austin Matthews presented an update on the Auditor of Public Accounts Summary Action Plan for July 2004. Only three of the fifteen items from the APA Report are outstanding as of July 7. Discussion ensued regarding the outstanding item of hiring a VITA Audit Director and it was decided by the Committee to prepare a plan regarding duties of this position and reporting responsibilities. This plan is to be presented to the ITIB for discussion at an upcoming meeting. The Committee may suggest to the ITIB that the Finance Committee be expanded by one or two members and named the Finance and Audit Committee.

Following a discussion of Board member expense reimbursements by the Finance Committee, it was decided the Committee will prepare and circulate a draft procedure to the ITIB for approval. The Committee is in agreement there are vague areas which need to be clarified and prefers strict compliance with regulations. Chairman Pattison will propose this idea to the ITIB in its meeting this afternoon.

A State Agency Indebtedness Appropriation Act Language document was distributed by Austin Matthews to the Committee for information. This document has been provided to all ITIB members as required by the 2004 Appropriations Act.

Other Business

Chairman Pattison asked if there was other business to be brought before the Committee. No one brought forth any other business.

Public Comment

Chairman Pattison asked if there were any public comments and no public comments were made.

Adjourn

There being no further business, Chairman Pattison adjourned the meeting at 11:57 AM.